



Frequently Asked Questions

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Definitions

What is the definition of ANSI/BOMA Office Area (ABOA) square feet?

Space shall be measured in accordance with the standard provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for office area. ANSI/BOMA Z65.1-1996 shall be used. References to ABOA SF mean ANSI/BOMA office area square feet.

What is the definition of Rentable Square Feet (RSF) and how does it differ from ABOA SF?

The Rentable Space may include a share of Building support/common areas such as elevator lobbies, Building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: $\text{ABOA SF of Space} \times (1 + \text{Common Area Factor}) = \text{RSF}$. See the ANSI/BOMA Z65.1-1996 standard for more information on ABOA SF.

What are Tenant Improvements (TI)?

Tenant Improvements (TIs) are the finishes and fixtures that typically take space from the shell condition to a finished, usable condition. The Lessor must provide the funds for the TIs upfront and the Government will pay the amount back, with any interest (the TI amortization rate).

What is Building Specific Amortized Capital?

Security countermeasures are priced as shell items or as Building Specific Amortized Capital. The Building Specific Amortized Capital or BSAC charge is for specific security items that are part of or attached to a building that cannot be easily removed. Examples of these items include, but are not limited to:

- Bollards (i.e. vehicular barriers)
- Security gates
- Blast-resistant window film
- Guard booths

Technical Questions

How can I register for an RSAP account?

To register, click on the [REGISTRATION](#) link in the top-right of the Lease Offer Platform home page (lop.gsa.gov). Once you complete this page you will receive an email from LOP.manager@gsa.gov with your user name and a temporary password. For a visual aid on how to register and login, refer to the video tutorials located in the [Help Section](#).

What is the difference between my password and the verification code?

For security purposes, the RSAP login requires a password and a 2nd level authentication. From the Lease Offer Platform homepage, you can start the login process by entering your user id and password. You will then receive an email from LOP.manager@gsa.gov that contains your verification code. A unique numeric verification code is sent to your email every time you enter your username and password. Your email will remain the same each time you log in. For a visual aid on how to register and login, refer to the video tutorials located in the [Help Section](#).

If I already have an AAAP account, do I need to make a separate account to access the RSAP?

If you already have an AAAP account, you can use those login credentials to access the RSAP. You do not need to set up another account.

If I'm having technical issues while submitting my offer, what should I do?

Email RSAP.manager@gsa.gov for any technical issues and someone from the RSAP team will reach out to you via phone or email.

Workflow Questions

How do owner or lessor representatives submit offers on behalf of their clients?

Owner/lessor representatives should register with their own information, not the building owner's information. In the workflow, on the "Property Owner" page, the representative will provide information regarding the building owner. Representatives will also need to submit documentation on the "Attachments" page that states that they have the right to represent the building's ownership.

How do I submit my parking and the amount per parking space?

Submit all parking in the Parking section of the automated workflow. Enter the total number of parking spaces and the annual cost per space. You will indicate if parking is a separate charge from other rental components later on in the workflow, in the Space and Rates section. If parking is included in the rent, rates you list in the Parking section will be for informational purposes only.

Can I enter a fully serviced rental rate without breaking out the shell rate, operating cost rate, TI allowance, and BSAC?

No, you must enter each rental component in the RSAP workflow in order for the RSAP application to calculate the fully serviced rental rate.

What is included in the Shell Rate?

Your fully serviced rent will include your shell rent, operating costs, TI, and BSAC. Your shell rent will include, but is not limited to, property financing, (exclusive of TIs and BSAC), insurance, taxes, management, and profit, as well as all basic building systems and common area buildout. You have the option to set a base shell rate, prior to any step rents that will become effective later on in the lease term.

What documents need to be attached to my initial offer?

The required forms will vary by procurement, so please refer to the RLP you were provided to determine which forms are required.

Understanding the RSAP

Where can I find RLPs?

Your GSA point of contact will provide you with the RLP for the requirement you are responding to.

Is the RSAP the only submittal option, or can I still choose to email or mail my submittal?

If the RLP states that submissions must be received via the RSAP, you must submit your space on this platform.

If I am offering two suites that meet the GSA requirement, do I need to re-enter all info for each separate space even though they are in the same building?

Yes, you will need to enter your building and rate information for each offer you submit, even if they are in response to the same solicitation.

Can other offerors see my submitted offer?

No, the offers you create and submit are only available to you through your secure log in.

Can I continue to market my space even after I have submitted an offer to the Government?

Yes, you may continue to market the space.

Will GSA send clarification letters, etc. through the RSAP?

Currently, the RSAP is designed as a one-way portal for offerors to submit forms to GSA and not the other way around. GSA will continue to communicate with offerors via email and mail.

RSAP vs AAAP

What is the difference between the AAAP and the RSAP?

The AAAP is our multiple award platform. Offerors respond to generic RLPs for office space and submit their space often in advance of an agency requirement. The RSAP, meanwhile, collects offers for a specific requirement, defined by a specific Request for Lease Proposals Package,

and results in a single award. Another difference is that the RSAP follows the traditional procurement process, which allows for negotiation and multiple iterations of offers. The AAAP is more streamlined and offerors only submit their best and final proposals.

How will I know when to use the RSAP and when to use the AAAP?

The advertisement and RLP will state whether to submit your offer via the RSAP or the AAAP.

My building information is already in the AAAP. Can I transfer the data automatically into the RSAP or do I need to re-enter it?

You will need to re-enter your offer in the RSAP; currently the AAAP and the RSAP are two separate platforms.